

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

7.14

COLLEGE	Waco	Page 1 of 2
TITLE:	Revision of Approved Curricula	
OFFICE OF RESPONSIBILITY:	Student Learning	
APPROVED BY:		
TITLE:	Interim President	Date 01/13/03

STATUS Replaces Policy & Procedures 7.14 "Revision of Approved Curricula"
approved 4/20/93
Revised 12/11/00
Revised 05/14/01
Revised 01/13/03

PRACTICE

It is the practice of Texas State Technical College to review department curricula as necessary.

DEFINITIONS

- A. Approved Curriculum: A list of courses, credits, and other requirements for completing an instructional plan which has been approved by the Texas Higher Education Coordinating Board's Community and Technical College Division.
- B. Data Collection Techniques: Methodologies of verifying department competencies. Methods include: Task Inventories and DACUM (Developing A Curriculum).

PERTINENT INFORMATION

Revision of approved curricula follows the rules and guidelines of the Texas Higher Education Coordinating Board.

PROCEDURES

- A. After initial approval, the department chair and department's faculty conduct annual curriculum reviews as mandated by the IE program evaluation cycle.
- B. Through the utilization of accepted data collection techniques, the department chair reviews the approved curriculum. If data collected indicates a need for curriculum revision and Advisory Committee recommendations concur, the department chair then forwards this documentation to the Coordinator of Curriculum.
- C. When justified, the Coordinator of Curriculum prepares an Application For Department Revision to be forwarded, through immediate supervisors, to the Texas Higher Education Coordinating Board's Community and Technical Colleges Division for consideration.
- D. Upon approval of the curriculum revision, the Texas Higher Education Coordinating Board Approved Technical and Vocational Courses course list for TSTC Waco is updated by adding and/or deleting courses.